

WORKING



James E. McGreevey, Governor • JUNE 2004 • Ida L. Castro, Commissioner

Public careers are about public service

By Governor James E. McGreevey

The call to public service is as great today as it has ever been, for our State and for our nation. I applaud



Governor McGreevey

the men and women of New Jersey who have dedicated their professional lives to making our State a better place to live.

Everyday our residents benefit from the protection and assistance of public safety personnel—our firefighters, police officers and emergency medical service workers.

I am particularly proud of the diversity of our public workforce. My Administration has been committed to providing New Jersey with an excellent corps of public servants who best represent the diversity and strength of our State.

As Governor, I share in their commitment to making New Jersey a national leader in job creation, environmental protection and educational achievement.

I extend my thanks and support to all those working in public service. With the leadership of Commissioner Castro and the Department of Personnel, we will continue to serve those who serve our State. Working together we can build a better New Jersey!

A new way to keep you informed

By Commissioner Ida L. Castro



Commissioner Castro

The New Jersey Department of Personnel plays a vital role in creating opportunities not only for employment but also for careers in the public sector. It is our responsibility to attract, develop and retain the highest quality workforce available to serve the needs of State, county and municipal governments.

Our customers include hard working New Jerseyans and their employers in State, county and municipal governments—men and women who everyday answer Gov. McGreevey's call to "build a better New Jersey."

We know that today it's vital to communicate in a timely and useful way. That's why we have created *Working for New Jersey* to share news and information with you.

I believe it is our responsibility to keep you informed, to let you know about opportunities for employment, training and advancement in public service.

In launching this newsletter, we will communicate with you about developments and opportunities that affect New Jersey's public sector.

State honors over 1,300 outstanding public employees

More than 1,300 New Jersey public employees received Public Service Recognition Awards at May 7 ceremonies hosted by Commissioner of Personnel Castro.

Gov. McGreevey offered personal thanks to the award recipients and in a letter said, "Today, we honor those employees whose dedication, commitment and work ethic set the standard within our State. You represent the very best in public service."

Noting the first-time award for Customer Service in County and Municipal Government, Commissioner Castro said this year's recipients "... are true examples of public servants going the extra mile in their work for New Jersey and its citizens."

The Commissioner observed, "Whether safeguarding our children, caring for our most vulnerable citizens, enhancing homeland security, protecting our environment, or providing any other service the citizens of New Jersey depend upon, no success can be achieved without a dedicated, skilled and motivated workforce."



Commissioner Castro and George Hayman, Department of Corrections, present The Best of the Best Heroism Award to Senior Correction Officer Charles Mannick.

Winners of "The Best of the Best" 2004 public service recognition awards include:

- **Teamwork/Partnership Award** to the HIV/AIDS Team of the Department of Health & Senior Services.
- **Heroism Award** to Charles Mannick, the Senior Correction Officer who pulled children from a burning vehicle.
- **Customer Service Excellence Award** to the Department of Labor's Response Team who provide outstanding service to dislocated workers.

To learn more about the Public Service Recognition Program, visit www.nj.gov/personnel.

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Cop2Cop Hotline supports law enforcement community

Law enforcement officers and emergency service personnel and their families who need help with stress-related problems can turn to the Department of Personnel's Cop2Cop Hotline for around the clock support.

"As in all professions but even more so in law enforcement, stress on the job can sometimes translate into problems at home," said Personnel Commissioner Castro. "Cop2Cop is a resource police officers or emergency workers can turn to at any time for help. We want those who do so much to help others to know there is a place they can go for help."

The Cop2Cop Hotline can be reached by calling 1.866.cop2cop (1.866.267.2267). It is staffed 24/7 by qualified retired officers and trained counselors experienced in the

unique needs of the law enforcement community. All calls are completely confidential.

Cop2Cop is a joint service of the Department and UMDNJ University Behavioral Healthcare. The hotline serves active and

retired law enforcement personnel and their families with confidential help and referrals for problems like stress, tension, anxiety, post-traumatic stress and substance abuse.



Members of the Police Advisory Board are shown here with Commissioner Castro (center) after a recent meeting in Trenton. From left, H. Lawrence Wilson, Jr., Deputy Chief Ernest Jubilee, Patricia Cassidy, Officer Raul Virella, Frank Calabrese, Jr., Anthony Wieners, Jeffrey Sims, Wanda Scheumeister, Chief Anton "Sandy" Danco, Edward R. Brannigan, John J. Chrystal, III, and Hector Rodriguez.

Promoting diversity, opportunity in law enforcement

- For the first time, there is minority organization representation on the Police and Fire Advisory Boards appointed to advise the Commissioner on personnel matters affecting their communities.
- NJDOP has increased efforts to recruit a more diverse public safety workforce by increasing publicity of entry-level and promotional exams to minorities.
- Exams for all public safety titles are now announced on a regular schedule, and are well publicized in advance in newspapers, Exam Information Alerts or through the NJDOP website at www.nj.gov/personnel.

- The Department has processed more than 32,000 applications for the most recently announced entry-level law enforcement exam, the largest and most diverse candidate pool in NJDOP history; 25% are women, 20% are Hispanic and 27% are African American.
- Orientation guides for all public safety exams are now posted on the web. Each guide explains what will be measured by the exam and recommends reading materials when appropriate.
- A law enforcement prep study course (LEEEP) will be available this summer at a reasonable cost through NJDOP's Human Resource Development Institute (HRDI).

- Law Enforcement Exam for Entry Level (LEE) candidates test dates scheduled: September 18 • October 2 • October 16
Eligible candidates will be notified of their designated exam times and places.
- Candidate lists will be automatically extended up to four years or until new lists become available for all public safety titles through police and fire middle management levels. New exams will be announced at the same time lists are extended.
- NJDOP will extend the life of the Law Enforcement Exam (LEE) pool beyond June 2004 until such time as a new LEE pool will be created, anticipated for January 2005.

Build a more diverse municipal workforce

As part of the McGreevey Administration's commitment to making government more representative of the diverse people of New Jersey, the Human Resource Development Institute (HRDI) is supporting local governments throughout New Jersey that seek diversity training for their changing workforce.

HRDI, a division of NJDOP, offers expertise and affordable training opportunities for municipalities so that public employees can improve their knowledge, skills, and abilities through high quality training that helps them prepare for career advancement. One of the Institute's areas of training specialization is attracting, developing and leading a diverse workforce.

HRDI offers four diversity training courses and can customize them to the needs of municipalities and their agencies. The programs are *Valuing Diversity*, *Leading a Diverse Workforce*, *Implementing a Diversity Initiative* and *Diversity Roundtable*.

New Jersey Commissioner of Personnel Castro has observed, "These courses are designed to help employees understand why and how diversity can strengthen an organization. Diversity training helps municipalities increase cultural awareness and create work conditions where each individual is valued. It fosters mutual understanding and helps avoid misunderstandings that may lead to legal exposure for public officials, employers and employees."

Like all HRDI courses, diversity training is available on a contract basis to any municipality or to a consortium of municipalities in a region of the state or statewide. Classes take place at the

New Jersey Training and Conference Center, a teaching facility in Trenton. Training for groups of 12 or more students also can be provided on site at a municipal location.

For more information about diversity training opportunities, visit the NJDOP website at www.nj.gov/personnel and click on the HRDI/Training link or call 609.777.2225.

HRDI prepares tomorrow's executives

Excellence in Local Government Leadership is a new HRDI program designed to help local government executives and managers adopt and use flexible customer-focused management techniques and style.

HRDI offered the first course in the new program during April and plans to offer it again on a regular basis. The program explores current leadership methods, offering insights and solutions for transforming local government leaders into tomorrow's top government executives.

Using proven leadership concepts, the program examines the teachings of leading business strategists, exploring key topics such as exemplary leadership, how culture impacts leadership, the value and benefits of systems thinking, and strategies for building high-performance teams. For more information, phone 609.777.2225 or visit our website at www.nj.gov/personnel and click on the HRDI/Training link.

Public officials learn community relations skills at NJDOP workshop

Public officials who know how hard it can sometimes be to explain a program or project to the community will recognize the value of *Selling Your Ideas in a Community Meeting*, a new workshop available to local officials.

Gaining community support is critical to programs and projects that advance the public interest in a municipality. Private sector organizations know that often the best setting to sell big ideas is in small meetings. Now, through HRDI, public officials can learn the techniques used in the private sector.

The workshop looks at topics such as identifying a target audience, constructing a winning strategy, choosing the most effective promotional elements including presentation format, handout materials and speakers, and ensuring that community members achieve a sense of participation.

It sounds simple, but as many public officials can attest, it takes thought and planning to gain community agreement to new ideas. The HRDI workshop *Selling Your Ideas in a Community Meeting* provides guidance and insight that helps public officials interact effectively with their communities. To learn more, call 609.777.2225, or visit our website at www.nj.gov/personnel and click on the HRDI/Training link.

Working for New Jersey

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To learn more about careers in public service,
visit our new, easy-to-use website at
www.nj.gov/personnel

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Privacy-protected on-line resumé service matches job seekers to jobs

The NJDOP has launched DOP•PROS—Department of Personnel Proactive Resumé On-line Service—a job bank to enable employers to match job vacancies to qualified personnel in the Merit System.

DOP•PROS maintains a bank of information that holds titles and qualifications of employees seeking jobs in the system without revealing the names of job seekers. In turn, Merit

System employers can use the data bank to identify qualified candidates for open jobs.

It works like this. Public employees can visit the DOP•PROS website at www.nj.gov/personnel to post their current job titles and qualifications.

At the same time, employers can search the employee information bank to find employees who meet the criteria for open positions.

www.nj.gov/personnel
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March Together Rally Forever Against Breast Cancer



Gov. McGreevey and Commissioner Castro spoke at NJ CEED's "March Together Rally Forever Against Breast Cancer" event on May 5 held in support of the Governor's proposal to increase funding for cancer prevention.